



9531

Legal Secretary

\$15.36/hour

Jefferson County seeks a full-time Legal Secretary for a *very high paced environment* to provide administrative support for the Family Court Commissioners. The tasks and responsibilities include, but are not limited to, preparing Family Court and Judicial Schedule orders, routes a variety of pleadings that are submitted along with court files to the proper commissioner for review, monitors cases on a routine basis, and reviews incoming documents routed to the commissioner's office for ex parte communication.

Starting Wage: \$15.36

High school diploma or equivalent, with at least 2 to 3 years of customer service experience, preferably in a legal setting, or any combination of education and experience that is equivalent, is required. Previous exposure to family law is preferred.

Application review begins March 16, 2016 and is open until filled. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE